

## ALERTS CUSTOMER WEB ACCESS SECURITY FORM INSTRUCTIONS

The user must provide the following information:

1. NAME: The last name, first name, and middle initial of the user. (No NICKNAMES ALLOWED).
2. SOCIAL SECURITY NUMBER: Only the last 6 digits of the Social Security Number are required.
3. Office Symbol/ Department/Mail Stop: The office symbol within the current organization/Company.
4. Job Title/Function.
5. Phone Number: A complete phone number is required (Domestic/Commercial, DSN, International, or Canadian).
6. Electronic mail address (Example bdt9999 @dcmde.dla.mil or [Jsmith@dcmde.dla.mil](mailto:Jsmith@dcmde.dla.mil)).
7. Standard DLA Logon (If you do not have one, DCMC will furnish this information).
8. The Procurement ID is mandatory for Alerts Web Access.
9. Action Requested. Check one: Add, Change or Delete.
10. to 14. Signatures and names required for access to Alerts